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# MANAGEMENT COUNCIL NEWSLETTER

U. S. Department of Agriculture

U.S. DEPT. OF AGRICULTURE  
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A summary of significant events of  
interest to USDA management

MAR 19 '79

Issue #85  
October 16, 1978

ALCOHOL AND DRUG ABUSE COURSE.....The Graduate School is offering a course, Alcoholism and Drug Abuse at the Work Site, designed to train supervisors in the recognition and early detection of the problem drinker and drug abuser. Emphasis will be placed on the responsibilities of the supervisor with reference to the troubled employee.

The course will be conducted by Dr. Jay and Archie Hunt, and will consist of various guest lectures and films. Group discussion will follow each lecture or film presentation.

Topics to be covered include the pharmacology of alcohol, commonly abused drugs and the various treatment modalities of alcohol and drug abuse. One session will be devoted to Alcoholics Anonymous, and one session will examine another Federal agency's Alcohol and Drug Abuse Program.

The course will meet from 9-11 a.m. each Monday, Wednesday and Friday, from October 30 through November 17. The tuition is \$50 and covers all course materials. Nomination forms are available at the Graduate School. (Contact: L. Scott Varner, Graduate School, ext. 73247)

1979 APPROPRIATION ACTS.....The appropriations bill (P.L. 95-448) for the Department of Agriculture and related agencies was signed by the President on Wednesday, October 11. The Department of Interior appropriations bill which includes the Forest Service was passed by the Congress and sent to the President for signature on Saturday, October 7. These two bills provide \$20.4 billion budget authority for the Department in fiscal year 1979. (B. L. Barham, OBP&E, ext. 76176)

ILLEGAL PARKING IN THE D. C. COMPLEX....."Walk-through" checks of all parking facilities in the D. C. Complex were conducted on September 25 and September 28 under the direction of the Facilities Management Division and OIG, with the assistance of the Federal Protective Service.

A total of 96 tickets were issued for various types of parking violations in the courts. In addition, handwritten memos were left on vehicles in several courts to warn the drivers of the possibility of being ticketed for invalid parking permits and other infractions. Two more walk-throughs are scheduled this month. As a result of this crackdown on illegal parking, violations have been on a downward trend.

Agency parking representatives have been very helpful in making this effort successful. Continued cooperation from all drivers is solicited. (Contact: Pete Gagnon, O&F, ext. 75225)

DEPARTMENTAL EXHIBIT.....The Office of Personnel has obtained an exhibit that is available for use by all agencies at job fairs, career days, meetings, etc.

This exhibit is a portable structure weighing 23 pounds which unfolds from a 30 x 10 inch cylinder into a 7 1/2 x 10 foot display with a 8 photo panels depicting various USDA activities. (Contact: Arlene Edwards, OP, ext. 75625)

O&F DIRECTORY OF SERVICES.....O&F has prepared a Directory of Services providing an alphabetical listing and brief description of services provided by O&F, procedures to be followed in utilizing the services, and appropriate contacts. In addition, other services available in the department such as credit unions, barber shop, car pool information, etc. are included.

These directories are available for distribution in Central Supply Stores, room 0302-S. Form AD-14 should be used for ordering. The cost per directory is one dollar. (Contact: Pat Ryan, O&F, ext. 78482)

P.L. 95-224 STUDY TO BEGIN.....P.L. 95-224 (The Federal Grant and Cooperative Agreement Act of 1977), in addition to prescribing appropriate uses of contracts, grants and cooperative agreements, also requires a Government-wide study leading to a comprehensive system of guidance of administering Federal assistance programs. The Office of Management and Budget is now finalizing the study plan and Federal agencies have been requested to provide resources to help conduct the study. In light of keen Departmental interest in the treatment of cooperative agreements under this study, the Forest Service, Agricultural Marketing Service, Animal and Plant Health Inspection Service, Science and Education Administration and the Office of Operations and Finance have agreed to provide full (60-90 days) or part time help for the study effort. In addition to direct participation in the study, Departmental agencies will be asked to comment on the various segments of the preliminary study results as they are released by OMB for comment. Reviews of the preliminary study results by USDA agencies should be taken seriously as the final study results are very likely to have a significant impact on the way we do business in the future. (Contact Don Manns, O&F, ext. 77251)

PROCUREMENT FROM MINORITY FIRMS.....In 1977, President Carter pledged to triple Federal procurement from minority firms over the next two years. This Department committed itself to meeting this goal. In FY 1977, a total of \$12.7 million was awarded to minority firms by USDA agencies. The goal for FY 1979 is \$38.1 million. (Contact: Paul McCloskey, OEO, ext. 77921)



CHARACTERISTICS OF AGRICULTURE STUDENTS AT LAND GRANT COLLEGES.....A report of interest to agencies who recruit at 1890 colleges and universities has been prepared cooperatively by Prairie View A&M and Auburn University. One interesting finding in this report which also covers 1862 schools is that 83% of the agriculture students at the 1890 schools desire postgraduate education. However, since more than half of the students are from families with income of less than \$10,000 per year, these aspirations are often frustrated. This report is available through OEO. (Contact: Bill Payne, OEO, ext. 74806)

EEO FUNCTIONS TRANSFERRED TO OEO.....All EEO functions previously carried out by the EEO Staff in the Office of Personnel have been transferred to the Office of Equal Opportunity. This move consolidates all Department-level equal opportunity responsibilities in OEO. (Contact: Jim Frazier, OEO, ext. 74256)

OEO ONSITE CIVIL RIGHTS REVIEW.....A review team from the Compliance and Enforcement Division, OEO, has begun an onsite review of the Illinois Cooperative Extension Service (ICES). This review will determine whether the ICES has corrected certain employment and program deficiencies identified in a 1973 OIG audit. This review will take approximately 1½ months and will include interviews at the State, regional and county offices as well as with local minority program participants and leaders. (Contact: Richard J. Peer, OEO, ext. 77327)

EEO TRACKING SYSTEM.....The Management Staff has developed an EEO tracking and evaluation system for the Office of Equal Opportunity. This system which is now being implemented concentrates on measuring progress against agency established goals for all permanent general schedule employees in key occupational series. Data will be reported quarterly on a cumulative basis by the NFC and will be adaptable to information needs at the Department, Assistant Secretary and agency level. The first test run quarterly report will be available in mid-January. (Contact: Jerry Miske, Management Staff, ext. 79895)

PROGRAM PARTICIPATION DATA BY SEX.....USDA agencies have been advised of the need to begin collecting program participation data by sex. Procedures to ensure compliance with these instructions must be developed and operating within the current fiscal year. (Contact: Percy Luney, OEO, ext. 74563)

LEGISLATION OF INTEREST TO USDA.....The Congress has passed and sent to the President:

- S2951 authorizing the Secretary to accept and administer, on behalf of the U. S., gifts for the benefit of USDA.
- S286 repealing certain requirements relating to notice of animal and plant quarantines.
- S3092 amending the Federal Meat Inspection Act to require that meat inspected and approved under such Act be produced only from livestock slaughtered in accordance with humane methods.
- HR8588 establishing an Office of Inspector General in USDA and other departments.

(Contact: John Mottershead, OBP&E, ext. 74654)